



# CONTOMS

**Counter Terrorism Operations Medical Support**

## ***Site Hosting***

### **Introduction**

The Emergency Medical Technician-Tactical (EMT-T) provider program is a very intense program for students, course sponsors, and for the CONTOMS faculty. The logistical support required to make each week-long EMT-T course a success is substantial. The CONTOMS' commitment to provide our students with a high quality training experience is unparalleled in the public safety-training arena. This level of commitment demands strict attention to detail in the selection of course venues. Agencies and hosts reflect very favorably on the experience of hosting CONTOMS and the benefits received by their departments, despite the commitment required from the department and local host. This package has been designed to enable you to evaluate your region's ability to host an EMT-Tactical program.

### **Site/Agency Requirements**

Each EMT-T program trains approximately 50 students in methods used to provide medical support to law enforcement operations. Most training equipment and eighteen instructors are provided by CONTOMS. The responsibilities of the local host are primarily for facilities and role player support. Arrangement of the following items is the responsibility of the local agency sponsor through their point-of-contact (POC):

1. **Classroom Facilities:** (1) A sixty person classroom for the week; (2) a twenty person classroom, conference room, or office area for use as the faculty command post during the entire week; (3) a combination of individual rooms or a gymnasium sized room with tables and chairs capable of housing fourteen role players for a table top planning exercise on Tuesday afternoon; (5) one large room (minimum 30' x 30') which can be totally darkened for role play use on Tuesday afternoon; (6) 3 - twenty person classrooms for laboratories on Wednesday morning; (7) and an area, preferably covered or indoors, in which the contents of the CONTOMS gear truck can be unloaded and student gear issue conducted on Wednesday afternoon from 1400-1900.
2. **Field Training Exercise Facilities:** Approximately structures, houses, etc. preferably with some separation between each building. The buildings must be capable of supporting several different, simultaneous training scenarios. Use of standard law enforcement pyrotechnics, blanks, and training CS must be permitted in a controlled manner. Examples of sites used successfully in the past include: military MOUT sites, closed airports, closed shopping centers, police training academies with large tactical villages, abandoned military and civilian housing complexes, etc. The field-training site should be no more than 25 miles

from the main classroom location. The field-training site is required from 0800 on Thursday through 0200 on Friday morning. In addition, access earlier in the week for a few faculty members will be required in order to plan the exercise.

3. Roleplayers: The agency is responsible to roleplayers for exercises on Tuesday afternoon (6), Wednesday afternoon (2), Thursday afternoon (6), and Thursday evening (20.) Roleplayers should be 18 years or older. In addition, the field exercise requires 2 - five person SWAT teams to simulate a tactical team during the evening exercise from a 1630-0030 on Thursday.
4. Student Lodging: Course locations with on-site dormitory lodging and student meal plans will receive the highest consideration. However, non-residential training facilities with off-site commercial lodging in reasonable proximity will also be considered. The overall cost to the student is an important factor in site selection.
5. Faculty Lodging: A satisfactory hotel with rates at, or below, the Federal government per diem standards for the locality will be required. In addition, the overall cost of faculty travel will be evaluated. For example, sites with a lower government per diem rate may receive more favorable consideration.
6. Gear Shipment: CONTOMS must transport approximately 6,500 lbs. of equipment and supplies to each course. This is accomplished either through the use of a leased vehicle operated by CONTOMS staff or a commercial shipper. In the event a shipper is used, the site host must be able to receive and store 42 boxes of assorted sizes with the maximum dimensions of 38" x 38" x 38". The total shipment weight is approximately 6,500 lbs. Four boxes weigh approximately 400 lbs. often arrive stacked on pallets by the shipper. The remainder of the boxes can be handled by one or two people. The gear is usually delivered to the host on the Thursday prior to the course start. It is shipped from the course site on the last day of the course or the next business day after the course conclusion. Departure shipping is arranged by CONTOMS but supervised by the host agency staff since CONTOMS staff will have already departed.
7. Truck Parking: Parking for a 26' straight truck is required in a secure area when CONTOMS staff transports the gear to a site.
8. Repeated Use of Site: The ability to use an EMT-Tactical course site in future years is an important factor in site selection. These sites greatly reduce the course planning costs and time for both local POC's and the CONTOMS staff.

This information is provided for reference purposes only. Prior to utilization of a site, the POC will be provided with planning guide that provider's greater detail. Please do not make any confirmed arrangements or financial commitments based on this web document.



Airway Lab



Dental Lab

### **Cost to the Sponsor(s)**

CONTOMS is funded to a limited number of courses each year at no cost to the local sponsor. For these offerings, CONTOMS pays all the direct costs associated with the course delivery. This includes faculty travel costs, gear shipment charges, food costs for certain catered student meals, expendable equipment (such as tactical smoke) costs, and other miscellaneous expenses. Sponsoring agencies may incur unreimbursed, indirect costs such as salary attributed to support provided to the EMT-T course, use of host agency facilities at no charge, and other such items. These costs are normally very small or nonexistent. We receive many requests for course sponsorship and regret that we cannot accommodate all requests. We endeavor to select the sites that will provide the best student experience.

Agencies may also choose to fund a CONTOMS program on their own or partially subsidize its delivery costs. Normal variations in travel costs including airfare and the Federal travel per diems from one locality to another make it difficult to offer exact cost estimates. Please contact us for an estimate of cost for non-subsidized course costs for your area. Please note that all students, even those at agency-funded courses, must meet the standard admission's requirements for EMT-T established by the CONTOMS Board of Directors.



## **Agency Point of Contact**

A primary requirement of an agency sponsoring an EMT-T course is to designate a local point of contact (POC) that becomes the local event manager for the course. The primary responsibilities of the POC include: (1) Performing research for the selection of classrooms and field training sites. (2) Evaluating and recommending local vendors for required supplies and services to be procured by CONTOMS. (3) Coordinating roleplayers for various laboratories and field exercises. In addition, the POC should be available during the actual delivery of the course.

POC's can be from virtually any police, fire, or EMS agency. It is strongly encouraged, but not required, that the POC be a graduate of the EMT-T program. History has demonstrated that even experienced training personnel, who have not taken EMT-T, have a difficult time visualizing the needs of the course. Course POC's are never permitted to take the course as a student while concurrently serving in the POC.

## **Schedule Development**

The CONTOMS Board of Director meets on a regular basis to establish priorities for the scheduling of courses. Factors which currently rank high in course planning include: adequacy of the facilities and field training site; the overall costs to CONTOMS at a particular site, such as travel, faculty per diem, etc.; ability of local funding to offset CONTOMS costs; availability of on-site meals and lodging for EMT-T students; registration history of courses in that region; evidence of multi-agency cooperation, as required, to gain access to the resources needed for the course; the ability to reuse a site; proximity of the site to a major airport, and; the geographic location of a site in comparison with perceived needs.

## **Selection Process:**

The selection process for EMT-Tactical programs is divided into four phases: (1) The submission of a site overview to CONTOMS by the candidate host agency. (2) Evaluation of the site overview, consideration of potential course dates, and site visit scheduling. (3) Conducting a site visit. (4) Final decision by CONTOMS and confirmed course scheduling.

In Phase 1, the CONTOMS staff must remotely evaluate the adequacy of a given site in order to determine if a site visit should be scheduled. This is most easily achieved through a combination of telephone conversations with potential site hosts and a review of photographic or videographic documentation of site features. Amateur photographs and video are more than adequate and should feature facilities, which will likely be available to CONTOMS.

The Phase 2 process of selection involves CONTOMS' assessment of the site materials and a determination of whether planning should continue. Evaluation of potential dates acceptable to the host facility may be a part of this phase, as well as initial discussions on the Site Planning Worksheet provided by CONTOMS.

A two-day site visit conducted by a member of the CONTOMS staff at the potential course location is the basis of Phase 3. In these meetings, the CONTOMS staff and local points of contact review

course details using the Site Plan Worksheet as an outline. This review will lead to a final determination of whether the facilities and host planning is adequate.

Phase 4 is the decision by the CONTOMS staff on whether to issue a commitment letter for a course as planned. This evaluation considers all the factors discussed.

### **Summary**

The process of becoming a course host for the EMT-Tactical program is extensive. It is designed to ensure that agencies and facilities selected are adequate for the program. Sites chosen to host the program will find that their investment in CONTOMS will reap benefits substantially over the demands of the program.

The designated point of contact for information regarding course site planning and CONTOMS scheduling is Mr. Edward Sherburne, Chief, Field Support & Logistics, Casualty Care Research Center.

## ***Site Hosting Other Training Programs***

### **Introduction:**

The Casualty Care Research Center's commitment to provide our students with a high quality training experience is unparalleled in the public safety-training arena. This level of commitment demands strict attention to detail in the selection of course venues. Agencies and hosts reflect very favorably on the experience of hosting a training program and the benefits received by their departments, despite the commitment required from the department or local host. This information has been designed to enable you to evaluate your regions ability to host a CCRC educational program.

### **Site/Agency Requirements:**

Each program trains approximately 20-50 students, most training equipment and instructors are provided by CCRC.

The responsibilities of the local host are primarily for facilities and role player support. Arrangements of the following items are the responsibility of the local agency sponsor through their point-of-contact (POC).

1. Classroom facilities:
  - Sixty person classroom for the duration of the program
  - Conference room or office is for use by CCRC faculty
2. Laboratory facilities:  
For those programs that contain skill labs the following is required-

- Twenty person classroom for each scheduled laboratory
- 3. Role-players:
  - The agency is responsible to provide role-players for the exercises. The number of role-players is dependent on the program being conducted
- 4. Student lodging:
  - Commercial lodging in reasonable proximity is required. The overall cost to the student is an important factor in site selection
- 5. Faculty lodging:
  - A satisfactory hotel with rates at or below the Federal government per diem standards for the locality will be required. In addition the overall cost of faculty travel will be evaluated. For example, sites with a lower government per diem rate may receive more favorable consideration
- 6. Gear shipment:
  - CCRC must transport equipment and supplies for each course. This is accomplished either through the use of a leased vehicle operated by CCRC staff or a commercial shipper
  - In the event a shipper is used, the site host must be able to receive and store boxes of assorted sizes with the maximum dimensions of 38"x38"x38"
  - The equipment is usually delivered to the host 3 days prior to the course start
  - It is shipped from the course site on the last day of the course or the next business day after the course conclusion
  - Departure shipping is arranged by CCRC but supervised by the host agency staff since CCRC staff will have already departed
- 7. Vehicle parking:
  - Parking for a 22' trailer or commercial truck is required in a secure area when CCRC staff transports gear to a site.

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